Dress for Success

Daily Living Skills

By Susan Traugh

Executive Functioning Skills for Surviving Life after High School
Transition 2 Life Curriculum

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This book’s purpose is to teach you how to be your own boss. As a boss, you will want to organize and manage your life. You will want to make decisions that are good for the “company” that is you. Nobody is born with those skills. We all have to learn. But, once you learn, there’s no limit to what you can do.

*Dress for Success* is one of a series of books focusing on a single set of skills needed for daily living. If you find this book useful, check out all the other books in this series on www.transition2life.com.

So, let’s get started.
Dress for Success

Unit Checklist

Due Date: _____________

How do I look? Worksheet  ____/8
Keeping Clean Worksheet  ____/6
Handy Hints Worksheet  ____/3
My Hygiene Helper Holder Checklist  ____/18
Hygiene Helper Worksheet  ____/4
My Morning Worksheet  ____/4
My Clothes Organizer  ____/20
My Look Worksheet  ____/4
Talk about Tats Worksheet  ____/3
Success on a Shoestring Worksheet  ____/4
Interview Etiquette Worksheet  ____/4
Dressing for Success Cartoon  ____/6
Shopping Worksheet  ____/5
Digging in the Drawers Worksheet  ____/3
Storing My Clothes Worksheet  ____/8

Total Points  ____/100
How do I look?

Your appearance is the first thing people see when you walk up to them. How are you dressed? Are you clean? Are you tidy?

That first impression can help you get a job or turn people off and set you apart.

Choosing, organizing and caring for your clothes and personal appearance are important adult skills, but easy to do if you know a few tricks.
How do I look? Worksheet

Answer these questions.

1. A first impression is:
   a. Those handprints I made in clay.
   b. What people think when they first meet me.
   c. How well I flirt the first time.

2. First impressions
   a. Don't matter.
   b. Will easily change when people meet me again.
   c. Can help me get a job or set me apart.

3. Choosing, organizing and caring for my wardrobe
   a. Will be easy once I learn some basic tricks.
   b. Is overwhelming, so I don't do it.
   c. Isn't important in my life.

4. The author states some first impressions are based on:
   a. Am I cute? Do I flirt?
   b. If I'm clean and tidy, and how I'm dressed.
   c. The mood the other person is in.
Keeping Clean

You need to keep your body clean every day. You may not notice that you’re stinky or dirty—but other people will.

The problem is we can’t really smell ourselves, so you won’t know if your body or breath smells bad. Rather than worry, follow this checklist for the Tidy Ten and you should smell fresh and clean most of the time.

<table>
<thead>
<tr>
<th>Tidy Ten</th>
<th>What to do</th>
<th>How often to do it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Brush your teeth</td>
<td>2 X daily</td>
</tr>
<tr>
<td>2.</td>
<td>Use mouthwash</td>
<td>2 X daily</td>
</tr>
<tr>
<td>3.</td>
<td>Floss your teeth</td>
<td>1 X daily</td>
</tr>
<tr>
<td>4.</td>
<td>Shower with soap and water</td>
<td>1 X daily</td>
</tr>
<tr>
<td>5.</td>
<td>Shampoo and condition your hair</td>
<td>1 X daily if oily; 3 X week if dry.</td>
</tr>
<tr>
<td>6.</td>
<td>Guys: Shave face or trim facial hair</td>
<td>1 X daily or as needed</td>
</tr>
<tr>
<td>7.</td>
<td>Girls: Shave underarms and legs</td>
<td>1-2 X each week or as needed</td>
</tr>
<tr>
<td>8.</td>
<td>Trim finger nails and toe nails</td>
<td>1 X week</td>
</tr>
<tr>
<td>9.</td>
<td>Get a haircut (This depends on your hairstyle—but about every month or two keeps you neat.)</td>
<td>Depends on style</td>
</tr>
<tr>
<td>10.</td>
<td>Brush your hair</td>
<td>1 x daily</td>
</tr>
</tbody>
</table>
## Keeping Clean Worksheet

Match what you need to do with how often you need to do it.

1. ___ Shower  
2. ___ Get a haircut  
3. ___ Wash dry hair  
4. ___ Brush teeth  
5. ___ Cut toe nails  
6. ___ Floss

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___ Shower</td>
<td>a. 1 X weekly</td>
</tr>
<tr>
<td>2. ___ Get a haircut</td>
<td>b. Daily</td>
</tr>
<tr>
<td>3. ___ Wash dry hair</td>
<td>c. 2 X Daily/morning and night</td>
</tr>
<tr>
<td>4. ___ Brush teeth</td>
<td>d. 3 X weekly</td>
</tr>
<tr>
<td>5. ___ Cut toe nails</td>
<td>e. Daily</td>
</tr>
<tr>
<td>6. ___ Floss</td>
<td>f. Depends on style</td>
</tr>
</tbody>
</table>
Handy Hints

Your friends may knuckle-bump, hug, or punch each other to say hello, but in the professional world, people shake hands.

Employers and professionals will see or touch your hands when you greet each other, when you write, or as you gesture and talk to them. Believe it or not, some employers choose new workers by the look and feel of their hands!

Cleanliness—
Are your hands clean?
Do they show that you care about hygiene?
Do you attend to details like cleaning under your nails?

Grooming—
Are your nails neat and trimmed or jagged and torn?
Are your cuticles bitten and chewed?
Have you avoided loud or bright nail polish?

Confidence—
Do you shake with a nice, firm handshake, or does your shake feel like grabbing a dead fish?
Do you look at the other person’s face as you shake their hand?

Maturity—
Have you avoided permanent marker, henna or stamp marks on your hands that might look sloppy and immature?
Handy Hints Worksheet

Answer these questions.

1. The appropriate (hand gesture) greeting in business is:
   a. A rude finger.
   b. A handshake.
   c. A fist bump.

2. Some bosses think the care and attention to detail you use on your hands—
   a. Reflects the care and attention to detail you will bring to your job.
   b. Shows that you value and respect yourself and will value and respect a job.
   c. Both a and b are correct.

3. Electric blue lightening bolts would be appropriate on fingernails when looking for a job.
   a. Yes. They would reflect my unique personality.
   b. Yes. They're in fashion, so why not?
   c. No. They would distract from my main goal, which is to get a job.
Hygiene Helpers

The right supplies will help you stay clean. It doesn't matter what brand you buy. Sometimes the inexpensive brands work even better than the high-priced ones. Find those products that work for you. Here's a list of basics.

1. Toothbrush (change it every 3 months)
2. Toothpaste
3. Mouthwash
4. Dental floss or floss sticks
5. Soap or liquid soap
6. Shampoo
7. Conditioner
8. Hairbrush/Comb
9. Razors
10. Shaving cream
11. Nail clippers
12. Wash clothes or scrubbing puffs
13. Hand Towels
14. Bath Towels
15. Toilet paper
16. Facial tissues
17. Cotton swabs
18. Girls: Feminine Hygiene products
   a. Tampons or Pads
My Hygiene Helpers Checklist

Look at your hygiene supplies and check off the products you already have. If you're missing something, make a note why you don't need it or what you'll do to get it.

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toothbrush</td>
<td></td>
</tr>
<tr>
<td>Toothpaste</td>
<td></td>
</tr>
<tr>
<td>Mouthwash</td>
<td></td>
</tr>
<tr>
<td>Dental floss</td>
<td></td>
</tr>
<tr>
<td>Soap</td>
<td></td>
</tr>
<tr>
<td>Shampoo</td>
<td></td>
</tr>
<tr>
<td>Conditioner</td>
<td></td>
</tr>
<tr>
<td>Brush/Comb</td>
<td></td>
</tr>
<tr>
<td>Razor</td>
<td></td>
</tr>
<tr>
<td>Shaving cream</td>
<td></td>
</tr>
<tr>
<td>Nail clippers</td>
<td></td>
</tr>
<tr>
<td>Wash cloth</td>
<td></td>
</tr>
<tr>
<td>Hand towel</td>
<td></td>
</tr>
<tr>
<td>Bath towel</td>
<td></td>
</tr>
<tr>
<td>Toilet paper</td>
<td></td>
</tr>
<tr>
<td>Facial tissues</td>
<td></td>
</tr>
<tr>
<td>Cotton swabs</td>
<td></td>
</tr>
<tr>
<td>Pads or tampons</td>
<td></td>
</tr>
</tbody>
</table>
Hygiene Helper Holders

Keep your products close to where you use them. Toilet paper in the kitchen makes no sense. But, here are some tips for safe, handy storage.

1. **Toothbrush.** Keep it as far from the toilet as possible.* Let it air dry everyday between uses. Keep your toothpaste, mouthwash, floss and glass nearby.

2. **Shampoo and Conditioner.** Wash your hair when you take a shower. Turn your back to the shower nozzle and tilt your head back so you don’t get soap in your eyes. Keep shampoo and conditioner in the shower.

3. **Razors.** Girls—Shave your legs and underarms while you’re in the shower. Use a bathmat on the floor or small plastic step to sit on so you don’t slip. Guys—Shave at your bathroom sink. Keep supplies in a drawer by the sink or in your bathroom cabinet.

4. **Washcloths, towels and toilet paper.** Keep these supplies in the cabinet under the sink for easy access.

*Hint: Germs from the toilet can float into the air when you flush. Close the lid of the toilet BEFORE you flush to keep your bathroom cleaner.
Hygiene Helper Holders Worksheet

1. Circle the toilet if the lid is in the proper position for flushing. Put an “X” on the toilet if it is not.
2. Draw an arrow to show where you’d store the towels and toilet paper.
3. Circle an object that looks like shampoo or conditioner that is where it belongs.
4. Put a happy face where your toothbrush should be.
Organizing your day starts the night before. If you set out your clothes and have your room in order, mornings will be a snap. Use this checklist to help organize your day.

<table>
<thead>
<tr>
<th>The night before I will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straighten the bathroom so everything is easy to find</td>
</tr>
<tr>
<td>Clean up my bedroom and put things away</td>
</tr>
<tr>
<td>Choose my clothes for tomorrow and lay them out</td>
</tr>
<tr>
<td>Make sure everything I need is in one central place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In the morning I will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get up, get breakfast, make lunch if necessary</td>
</tr>
<tr>
<td>Clean up the kitchen when I’m done</td>
</tr>
<tr>
<td>Shower (if I didn’t do it last night) and wash hair</td>
</tr>
<tr>
<td>Brush teeth</td>
</tr>
<tr>
<td>Fix hair</td>
</tr>
<tr>
<td>Use deodorant, lotion and/or other body products</td>
</tr>
<tr>
<td>Get dressed</td>
</tr>
<tr>
<td>Make my bed and straighten room</td>
</tr>
</tbody>
</table>
My Morning Worksheet

1. Why should I straighten up my room the night before?
   a. It will make things easier to find in the morning.
   b. So I don't get upset looking for stuff in a messy room.
   c. I may not have time to find things in the morning.
   d. All these answers are correct.

2. Why should I put things I need in a central place?
   a. It makes them easy to find and means I won't forget anything.
   b. I shouldn't. That's way too much work.
   c. I shouldn't. I might trip over them.

3. Why are some chores best done at night?
   a. They shouldn't be done at night. That's a good time to do nothing.
   b. I'll have more leisure time at night and can organize without the pressure of having to be somewhere.
   c. They shouldn't, I should avoid chores whenever I can.

4. Why should I straighten up and make my bed in the morning.
   a. So I don't have to deal with a mess when I come home.
   b. So my clean room “welcomes” me when I come home tired.
   c. Both answers are correct.
The Basics

Most people do laundry once a week. But, you’ll run out of clean clothes if you don’t have enough of each thing you wear. Use this list to learn how many things you need. You may need 1 or 2 more or less of these things depending on your weather.

- 8-10 panties or shorts (boxers or briefs)
- 3-4 bras (girls)
- 8-10 pair of socks
- 5-8 tee shirts or tops
- 4-5 pair of pants or jeans or skirts
- 4-5 pair of short pants
- 1-2 pair of pajamas
- 1 robe
- 1-2 sweaters or sweatshirts
- 1 jacket
- 1 pair athlete shoes
- 1-2 pair casual shoes

You might also need special clothes for:
- Sports activities
- Hobbies or special activities
- Rainy or snowy weather

Now it’s your turn. Use the chart on the next page to organize your wardrobe. See what you’ve got, what you need and what you can give away. Getting rid of extra clothes and clutter helps make organization easier.
## My Clothes Organizer

<table>
<thead>
<tr>
<th>Item</th>
<th>I have</th>
<th>I need</th>
<th>I can give away</th>
<th>Notes. (Put a * next to business attire.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panties or shorts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bras or undershirts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-shirts or tops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pants, jeans, or skirts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short pants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pajamas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweaters or sweatshirts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket or Cardigan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You’ve spent your whole life creating “your look.” Why should you change it?

Because you’re growing up.

Now, don’t get me wrong—stay your unique self—just update it to be YOUR UNIQUE ADULT SELF. Here’s how:

1. **Time and place.** You wouldn’t wear your swimsuit to the prom. Don’t wear the “wrong” clothes for other things either. Pay attention to how trusted adults around you dress and “copy” it.

2. **Stepping up.** The rule for job-hunting is “dress one step nicer than the job you are seeking.” For example, if everyone wears flip-flops at the job—wear tennis shoes. Or, if everyone wears a dress shirt, but no tie—put on a tie. It’s good to follow this rule any time you’re meeting someone in authority.

3. **The Goldilocks Spot.** Not too tight, not too loose. Baggy or skin tight pants “say” you’re very young and inexperienced. Save them for hanging out with friends and wear a more tailored look for work that says you’re serious.

4. **No Peek-a-Boo.** Torn clothes, low-cut, bare-midriffs, back cracks and other “skin-shots” are not appropriate for business.
My Look Worksheet

1. As a young adult, I need to update my look because
   a. I want to look like I’m serious about my future.
   b. I want to dress appropriately for my age.
   c. Both a and b are correct.

2. “Skin-shots” are not appropriate adult attire because
   a. It looks like I’m just interested in flirting and not working.
   b. They look sloppy and too casual.
   c. Both answers are correct.

3. The “Goldilocks Spot” refers to
   a. Wearing clothes that are “just right”—not too loose and not too tight.
   b. The place where Goldilocks found the porridge.
   c. A spot to buy gold hair extensions.

4. “Time and place” means:
   a. Wearing the appropriate clothes for each event I attend, like swimsuits for the pool and a dress shirt for an interview.
   b. It’s the name of a cool book.
   c. I have no idea.
Talk about Tats

During WWII, my friend got a cool tattoo on a drunken night in the Philippines. He wasn’t alone. Many soldiers got tattoos during that time as a symbol of their patriotism and service to our country. It was the patriot thing to do.

Then the 1950’s came, America became more conservative and guys with tattoos got passed over for promotions at work because they “didn’t fit the corporate model.” My friend never became a manager because of his tattoo.

Times change. And, what may be cool now may not be in ten years. So, think hard before you mark your body for life.

Nevertheless, some of you will choose to pierce or tattoo yourselves. But, in order for it not to stop you from getting the job of your dreams, consider this:

1. **Keep it under wraps.** Put tattoos or piercings where clothes will cover them up during work hours. And, remember, it gets hot in the summer—you may not want to have to wear long-sleeved shirts all the time.

2. **Be tasteful.** That four-letter word may be funny now, but do you really want to explain it to your kid someday? Or your employer? Keep it clean.

3. **Consider the consequences.** Gages may look great now, but are you willing to live with droopy holes later?

4. **Know you’ll change.** Understand that who you are now is NOT who you will be in ten years. Think what you might have done to yourself 10 years ago—is it appropriate now?
Talk about Tats Worksheet

Answer these questions.

1. If I get a tattoo, I should put it where my clothes will cover it up because:
   a. I shouldn't. I should display it proudly.
   b. Some businesses do not allow tattoos to show during business hours and tats could cut down on the kinds of places I can work.
   c. It’s nobody’s business but mine.

2. I may want to think twice about getting a tattoo because:
   a. I will not be the same person in ten years and may regret my choices then.
   b. The “Barney the Purple Dinosaur” tattoo I would have wanted ten years ago would embarrass me now.
   c. Both a and b are correct.

3. I should be tasteful in choosing a tattoo because:
   a. Foul images and language could stop me from getting a job I want.
   b. My mom says so.
   c. I shouldn't. I should do whatever I want and not worry about how it hurts my life later.
Every adult needs “business attire.” Even if you never go into an office, this attire is appropriate for:

- Weddings
- Funerals
- Meeting with college officials
- Interviews with potential employers
- Meetings for loans or to get scholarships
- Other times you want to look professional

Business clothing for men and women can be expensive. But, the good news is that business styles don’t change much. If you get a basic, conservative look, you can wear it for years and still be perfectly acceptable.

Let’s see how we can help you look successful “on a shoestring.” (That means doing it with very little money.)
Dress for Success Worksheet

Answer these questions.

1. Name three events where you might need business attire:
   a. __________________________
   b. __________________________
   c. __________________________

2. Why shouldn’t I choose trendy business attire?
   a. It costs more and will waste my money.
   b. Most business attire is more conservative.
   c. Both answers are correct.

3. Why should I choose basic, conservative business attire?
   a. It will never go out of style and I can wear it for years.
   b. So I can look like an old man or old woman.
   c. I shouldn’t. I should do my own thing.
Success on a Shoestring

Both men and women can create a terrific basic look with a few pieces of clothing. The key is: “color and cloth.”

**Color:** Pick a neutral color: black, grey, brown or wine

**Cloth:** Look for solid, matte finishes. No sparkles, no shiny surfaces, no busy patterns. Make the material heavy enough to fall nicely from your body but not too bulky.

The basic suit:

<table>
<thead>
<tr>
<th>Item</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Choose either a dress shirt or a button-down shirt. Make sure it is permanent press or you’ll have to iron it. Always tuck it in.</td>
<td>Choose the same as Men or get a knit sleeveless shell or a knit short sleeved top. Do not show midriff.</td>
</tr>
<tr>
<td>Pants</td>
<td>These are business dress pants. Not jeans, not khaki. Choose a washable pant to save money. Pants need to sit just under your waist—no low-riders.</td>
<td>Choose pants as Men choose or select a skirt that comes down to about your knees. Not too tight, not too revealing.</td>
</tr>
<tr>
<td>Belt</td>
<td>Choose a leather belt the same color as your pants and wear it. No droopy drawers.</td>
<td>If your outfit needs a belt choose a leather belt the same color as your pants or skirt.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Choose leather dress shoes or slip-on dress shoes. No canvas shoes.</td>
<td>Choose ballerina flats or a low heeled shoe (Don’t go over 3 ½” heel.)</td>
</tr>
<tr>
<td>Socks</td>
<td>Choose dark dress socks the same color as your outfit. No white socks. No sockless feet.</td>
<td>Wear socks only with slacks—not skirts. Choose as Men choose.</td>
</tr>
<tr>
<td>Underwear</td>
<td>Should not be seen.</td>
<td>Should not be seen. Choose skin colored, supportive bra and “invisible” panties.</td>
</tr>
</tbody>
</table>
Success on a Shoestring Worksheet

Answer the following questions.

1. I need 8-10 pair of socks:
   a. To decorate my room.
   b. To make sure I can wear clean clothes until laundry day.
   c. I don’t need that many socks.

2. If I hate to tuck my shirt in, I should do it anyway because:
   a. If it’s untucked I look sloppy and like I don’t care.
   b. I won’t need to. They’ll just love me for who I am.
   c. I don’t need to because my boxers look cool.

3. By having a “basic business suit” I can:
   a. Save money by having pieces that mix and match.
   b. Have an outfit that can look classic and appropriate in many different situations.
   c. Both a and b are correct.

4. Sexy clothes are inappropriate for business because:
   a. They “say” that I’m interested in the opposite sex and not the business.
   b. They give the impression I am too young and inexperienced to be taken seriously.
   c. Both a and b are correct.
Topping it Off

Now that you have the basic suit, you need to top it off. This is where you can get a little creative and let your personality show. But did you read “little” in there? Don’t get crazy. Save it for Halloween.

For Men:

Choose a sport coat that coordinates with your basic suit. If you chose a black shirt and pants, the pattern in your sport coat should have black in it. If you chose brown, look for a coat with shades of brown in it. Choose a couple of jackets or different colored shirts and you’ll be able to mix and match.

You do not always have to wear a tie. But have one or two that go with your sport coat. You’ll need a tie for business meetings, funerals and other formal events.

For Women:

Either a jacket or a nice blouse or button-up sweater is appropriate for women’s business attire. Choose something in a color that looks good on you then choose a necklace or scarf that matches to complete your look. With different sweaters and necklaces, you can use the same basic suit and create lots of different looks.

Save money by shopping at Goodwill or other second-hand stores. You can find beautiful, expensive jackets for very little money if you shop around.
Interview Etiquette

To make your good first impression last, be professional and prepared when you walk into a job interview. Here’s how:

1. The Sweet Smell of Success—Look, dress and smell professional. Use the tips on hygiene and professional dressing found earlier in this book.

2. Don’t Beep, Buzz or Jangle—Turn off your cell phone and other electronics. Don’t wear clunky, noisy jewelry. Never play electronic games where you can be seen or heard—not even while waiting.

3. Don’t chew or spit—Don’t chew gum, smoke or chew tobacco. Don’t eat or drink.

4. Be Prepared. Carry a pen or pencil with you. Have contact information for references. Carry a calendar and notepad. (You can use the calendar and note-taker in your phone if you have one.) Have several copies of your resume.
Interview Etiquette Worksheet

Use the previous page to answer these questions.

1. Why should I turn my cell phone off before an interview?
   a. A ringing cell phone makes it appear like I don't want to concentrate on getting a job.
   b. It’s rude to have my phone ring when my future boss is talking to me.
   c. Both a and b are correct.

2. Why shouldn’t I chew tobacco at an interview?
   a. It’s disgusting.
   b. It’s disgusting.
   c. It’s disgusting—need I say more?

3. What supplies should I bring to an interview?
   a. Pen or pencil, calendar, notepad, references and resume.
   b. Gameboy, cell phone and I-pad.
   c. My best friend and a snack.

4. Why shouldn’t I wear jangly jewelry?
   a. It might get caught on the chair.
   b. It makes a distracting noise that can overshadow what I’m saying.
   c. I should be able to wear whatever I want.
Dressing for Success

Look at the picture of the job applicant. Using the previous pages, describe why she hasn't dressed for success.
Shopping

Americans spend about 6.5% of their income on clothes. Look at your budget from DLS’s “Paying Bills” or use a current pay stub and see what you can spend. That 6.5% has to come from somewhere. Do you spend less on food? On rent? Here are some tips to keep costs down.

1. **Mix and Match.** Choose a color scheme and stick with it. Then your shirts can go with all your pants and you’ll expand your wardrobe.

2. **Shop Discount.** Goodwill, Ross or Marshalls, online discounters are all alternatives to high prices at the mall.

3. **Shop off Season.** Swimsuits are cheapest when summer is ending. Take advantage of end-of-season sales, put the clothes away and use them next year.

4. **Don’t Impulse Buy.** Keep track of what you need and buy ONLY that. A new shirt here, a pair of shoes there, and you’ve blown your budget.
Shopping Worksheet

Answer the following questions:

1. Name two discount stores you can shop at to save money:
   a. _________________________
   b. _________________________

2. When is the best time to buy a swimsuit?
   a. When it begins to get hot.
   b. At the end of the season.
   c. When my current suit doesn’t fit.

3. What’s the problem with buying on impulse?
   a. _________________________
   b. _________________________

4. The benefit of a single color scheme in a wardrobe is:
   a. Everything can go with everything.
   b. It saves money because you need fewer pieces.
   c. Both answers are correct.
Digging in the Drawers

Do you spend hours digging through your drawers looking for your favorite shirt? With a little organization, you can save yourself time and find your favorite clothing.

Drawer Organization

1. **Line your drawers with shelf paper.** This will keep rough spots in the wood from catching on your clothes and snagging or tearing them.
2. **Keep like things together.** One system of order is:
   a. **Underwear:** Put all your underwear, bras, socks and such in the top drawer.
   b. **Tops:** Foldable shirts and tops can go in the next drawer.
   c. **Pants:** If you fold your pants, they can go in the bottom drawer.
   d. **Sweaters.** If you have four drawers, the last one can hold cool weather tops.

Closet Organization

1. **Face to face.** Hang your clothes so the fronts face you when you walk into the closet. Then you can see exactly what you have.
2. **Secure them.** Button the top buttons, or put clothes on a padded hanger to make sure they don’t fall on the floor.
3. **Like Items Together.** Put all shirts in one section. Put pants in another. Put skirts in another. Put items you don’t use often in the back of the closet.
Digging in the Drawers Worksheet

Answer these questions.

1. Why should I “secure” my clothing?
   a. So it doesn’t all fall off the hanger onto the closet floor.
   b. So my clothes aren’t wrinkled messes when I need to wear them.
   c. Both a and be are correct.

2. Why should I put “like” things in the same drawer.
   a. So I can quickly open a drawer and see all the pants I have to choose from.
   b. I shouldn’t. Any drawer will do.
   c. I’d rather waste my time going from drawer to drawer looking for my favorite pants.

3. If I had two t-shirts and a pair of underwear, where should I put them?
   a. Anywhere they’ll fit.
   b. I should put the t-shirts in the shirt drawer and the underwear in with my other underwear.
   c. I should just stick it all in together because I love to see my underwear fly out of drawers when I grab my t-shirt.
Storing

It doesn’t matter how nice your clothes are if you don’t take care of them. Even expensive clothes look bad when they’re wrinkled or full of fur from lying on your bedroom floor under the cat. Clean clothes can look crumpled and dirty when you stuff them in a drawer. New clothes can get snagged or torn if not properly stored.

To keep clothes nice, follow these rules:

1. **Never touch the floor.** Clothing should never touch the ground. Wear it. Hang it up. Fold it up and put it away. Toss it in the clothes hamper. Keep clothes in their place.

2. **Keep it clean.** Keep stain stick* by your hamper and treat each stain right away. If you can wear an item again, fold it up or hang it up. If it’s dirty, wash it on the next laundry day.

3. **Fix it.** If a button comes off or a hook gets bent, fix it. If you don’t know how, have one of your mentors help you.

*You can buy a stain stick in the grocery store or discount store. It looks like a stick of deodorant, but it isn’t. When you get a stain on your clothes, rub the stain stick on it before you throw the clothes in the hamper. The stain stick will work while your clothes sit and the stain should come out in the wash.
Storing Worksheet

Using the information you learned on the previous page answer the following questions.

1. What’s wrong with this picture?
   a. ____________________
   b. ____________________

2. What is this girl doing right?
   ______________________

3. On the previous page are reasons why good clothes can look bad. Name one reason.
   ______________________
Here are the answers to the questions in this unit. Grade yourself and put the scores in on the Unit Checklist.

Page 7: 1. b; 2. c; 3. a; 4. b
Page 9: 1.b or e; 2. f; 3. d; 4. c; 5. a; 6. b or e
Page 11: 1. b; 2. c; 3. c
Page 17: 1. d; 2. a; 3. c; 4. c
Page 21: 1. c; 2. c; 3. a; 4. a
Page 23: 1. b; 2. c; 3. a
Page 25: 1. Answers vary; 2. c; 3. a
Page 27: 1. b; 2. a; 3. c; 4. c
Page 30: 1. c; 2. All answers are correct; 3. a; 4. b
Page 33: 1. Answers vary; 2. b; 3. Answers vary; 4. c
Page 35: 1. c; 2. a; 3. b
Page 37: Answers vary.
Dear Parent, Teacher or Guardian,

**Dress for Success** from Transition 2 Life’s Daily Living Skills curriculum covers the basic knowledge needed for young adults to understand basic hygiene and dress. In this unit, young people will:

- Learn about dressing for business
- Discover how much they can spend on clothing
- Use a check sheet to establish hygienic habits
- Create a basic wardrobe for adult occasions
- Learn about places to shop to save money
- Learn how to store clothing for easy access and order

You can help this young person achieve independence in this Daily Living Skill by:

- Guiding them in choosing appropriate adult attire
- Helping them purchase the basic pieces of business attire.
- Discussing color and style choices that suit their coloring and body frame.
- Review the “Unit Checklist” at the beginning of this unit to see if additional instruction is needed in a given area.
About the Author

Susan Traugh holds a B.A. in Liberal Studies and Masters Degree in curriculum development and has been writing educational materials for twenty years. Her *Mother Goose Brain Boost* preschool curriculum (co-authored with her husband, Steven) won the “2007 Teachers’ Choice Award.” She is the author of several hi/lo titles of trade books for special needs students and the mother of three special needs children. A former teacher, Susan has taught elementary and middle school in addition to university teacher preparation. She currently provides workshops and seminars for teachers. Susan is the former president of POSH (Partnership of School and Home) whose purpose is to open lines of communication between parents of special needs students and the school. It was in this capacity that the need for this curriculum became evident. Further information on Susan can be found on her website:

[www.susantraugh.com](http://www.susantraugh.com)
Want More Information?

For information on other books in this series go to:

For information on other works by Susan Traugh go to:

Join Susan on her blog for conversation and essays on raising special kids at:
http://susantraugh.blogspot.com/MakingLemonade

Ask questions about adult living skills at:
http://susantraughblogspot.com/T2L--asktheauthor

See All the Books in this Series:

Who Am I?
Dress for Success
Doing Laundry
Cleaning House
Kitchen Basics
Nutrition
Making Meals
Grocery Shopping
Staying Healthy
Paying Bills
Transportation
Time Management